

California State Senator Mark DeSaulnier

District Office

Internship Program

The office of Senator Mark DeSaulnier has ongoing internship opportunities for college students to get directly involved in the state government's daily operations. Interns learn about how the California State Senate functions and Senator DeSaulnier's role in representing the people of California's Seventh Senatorial District.

In the fast-paced atmosphere of a State Senate office, it is important that interns possess a mature, professional manner. Interns must be well-organized persons who are able to take initiative, follow instructions, perform well under pressure and relate well with others.

General intern responsibilities include:

- Answering telephones
- Data entry
- Responding to constituent requests and other correspondence
- Assisting with special projects, including legislative research
- Assisting with constituent casework
- Assisting with event planning
- Administrative tasks, including filing and copying
- Other miscellaneous tasks, as required

Skills required:

- Effective and professional phone manner
- Computer experience
- Good typing ability
- Punctuality
- Attention to detail
- Ability to follow instructions
- Ability to complete tasks efficiently and thoroughly

We cannot offer monetary compensation for our interns. Senator DeSaulnier supports students requesting credit for their internship through their school or university.

Internships are available during the school year and during the summer. In order to enhance your work experience, we require a minimum of 3 half days for school year internships and a minimum of 20 hours for summer internships. There is no application deadline. Please note we have a limited number of internships available at any one time.

Applicants should complete the attached form and return it with a resume and writing sample to:

Senator Mark DeSaulnier
1350 Treat Blvd., Ste. 240
Walnut Creek, CA 94597
Phone: (925) 942-6082
E-mail: Senator.DeSaulnier@sen.ca.gov

Senator Mark DeSaulnier Internship Form

Please complete this questionnaire to assist us to better match your interests and skills with internship opportunities. For additional information, please contact our district office at 925-942-6082.

Name *(first, MI, last)*:

Address:

City/Zip:

Phone number including area code:

Second phone number including area code:

E-mail address:

School:

Year in school:

Main area of interest in helping serve the 7th Senate District:

Please list any secondary interests you may have:

Please summarize any skills that you think might apply:
(computer, technical, professional skills)

Your availability:
(what days, hours, how long, etc.)

Experience

Previous intern experience: _____

Paid work experience: _____

Background Information

Do you have a valid California Driver's License? Yes____No____

Driver's license number: _____ Expiration date: _____

Insurance Company: _____ Policy #: _____

Expiration date: _____

Have you ever been convicted for a violation of any laws, traffic or otherwise? Yes____ No____

If yes, please explain: _____

Emergency Contact Information

Name of an emergency contact: _____

Address: _____

Relationship: _____

Home Phone: _____

Work Phone: _____

Cell Phone: _____

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